

## **2006 DOE Solid-State Lighting Workshop**

### **GUIDELINES FOR PREPARATION OF PROJECT PRESENTATIONS**

#### **General Directions**

The Department of Energy is asking all SSL project recipients to prepare and present a brief project presentation for the 2006 SSL Workshop. These project updates will be presented on Day 2 of the Workshop, and will provide attendees with a snapshot of DOE's current project portfolio.

The Department has developed a **PowerPoint template** that must be used for all project presentations. The template must be used as provided – please do not change the fonts, font sizes, or format, or leave out any requested information. Do not add logos. You may add slides, if necessary, but keep in mind that the maximum time allowed per presentation is 12 minutes, followed by an additional 2 minutes for Q&A. Please provide a brief overview of your project – do not provide any proprietary information.

#### **Slide 1: Project Name and Team Members**

Insert the project name and list any partner companies, research organizations, universities, or national laboratories on the project team.

#### **Slide 2: Project Team**

Fill in the table with the requested information for all project team members. Create an additional slide if necessary, depending on the size of the project team.

#### **Slide 3: Project Objectives**

Describe project objectives and targets.

- What is the expected final outcome, goal, or product?
- What SSL products would benefit from any breakthroughs?

#### **Slide 4: Project Elements and Technology**

Provide a general description of the R&D approach, project elements, and the technology (include photos/graphics if available). Create 1-2 additional slides if necessary.

#### **Slide 5: Project Progress**

Provide an update on project progress since last year's presentation, or progress-to-date for new projects (include photos/graphics if available).